

## WRITTEN TESTIMONY OUTLINE

CHAIR OF THE HOUSE OR SENATE COMMITTEE  
NAME OF THE HOUSE OR SENATE COMMITTEE

BILL OR RESOLUTION NO., DRAFT NO. (if any)

Day and Date of Hearing

Time and Place of Hearing

### Introduction:

- (1) Introduce who you are and/or the group or organization that you represent;
- (2) State the measure you are testifying on; and
- (3) State your position on the measure (e.g., "I am testifying in favor of/in support of . . . ." or "I am testifying against/in opposition to ....")

### Content:

State or list the reasons for taking your position, starting with the most important or compelling reasons. Include any facts, figures, statements, and experiences to support your position.

### Closing:

- (1) Include any closing remarks; and
- (2) Reiterate your position on the measure (especially if you did not state your position previously within the testimony).

Your name

The group or organization that you represent (if any)

A contact number or address